ANNUAL REPORT

DEPARTMENT OF SPECIAL COLLECTIONS

COLUMBIA UNIVERSITY LIBRARIES

1964 - 1965

Introduction

Each passing year brings renewed emphasis not only on the broadening usefulness of Special Collections to local and visiting scholars of humanistic studies, but also on the inadequacies of our facilities for meeting the needs engendered by our possession of "unexpendable materials" and for safeguarding them. These inadequacies have been stressed in our past annual reports, and they have also been the basis for an average of one special report for each of the past dozen years. It is safe to assume that our needs in the way of premises and facilities are well understood by both the Library and the University authorities, and that finding the means to "do right by Special Collections" is high on the institution's agenda. Even so, for the record, the following specifications of the Department's needs, first submitted in a memorandum to the Director's Office in draft on 6 Nov. 1964, and in final form on March 10, 1965, are here repeated:

1. A reading-room 40' X 40' or equivalent, adjacent to the stack area and air-conditioned for human comfort. (The present room has less than half that floor area, and it happens with some frequency that readers must be turned away because there is no place for them to work.)

2. Stack space for the accommodation of at least 350,000 volumes (approximately twice the capacity of Butler Deck 14), and for at least 5,000,000 pieces of manuscript (approximately the capacity of Butler Deck 14). This area should be air-conditioned for book and manuscript preservation, it should be fire-proof in the absolute sense, and it should have the legal minimum of access points. Moreover, the area should be located so as to provide for future expansion space beyond the capacities cited above. (The present stack space will be adequate for the next few years unless accessions increase markedly, but it is neither fire-proof nor burglar-proof. Moreover, not only is the stack not air-conditioned to any detectable degree, but also the ventilation system is almost totally ineffective. The temperature rises

to 85 degrees on Deck 13 with the first warm spell of summer and remains at that level until autumn.)

3. Processing space contiguous with the freight elevator and the stack. (At present our major processing area is the main cross-aisle on Deck 13, where four or five staff members may be working simultaneously. It is this congestion, together with the constant use of incandescent lights, which makes the area so uncomfortable during the summer.)

4. Office space contiguous with the other public rooms of the Department, for the Head of Special Collections, the Reading-Room Supervisor, and the Stack Supervisor. (The present office of the Head of Special Collections is inconveniently located at a considerable distance from the reading room. The Reading-Room Supervisor has no place for private consultations with readers, and the Stack Supervisor's desk is located on Deck 13, where it contributes to the congestion.)

5. Special rooms for certain existing "name collections", and uncommitted (and unfinished) space for future assignment.

6. Exhibition hall, 30' X 60' or equivalent, arranged for surveillance from the reading room, air-conditioned for human occupancy.

7. Seminar room, 40' X 40' or equivalent, with kitchen and washroom facilities, and equipped for meetings of the Friends and similar groups, including graduate seminars.

In addition to the foregoing, it should be noted that the installation a year ago of fire-doors around the central stairs and elevators on Stacks 12, 13, and 14 (and contemplated for 15), has greatly complicated life in Special Collections. In the first place <u>it can no longer be said that the security of the collections is the sole responsibility of this department,</u> because we no longer have the sole control of the keys which give access to our premises.

In the second place, service of materials from Stack 14 now requires eight separate unlocking and locking operations for each trip. Stack 14 houses most of our manuscripts, and as it happens manuscripts are our most consistently requested materials.

To circumvent these difficulties, we suggest (a) that an additional bolt (manual) be placed on the stack side of each fire-door, so as to prevent access from the elevator side (these bolts would remain released during the working day), and (b) that additional stairwells be installed between Stacks 12/13, 13/14, and 14/15.

Attached hereto are special reports by Miss Alice Bonnell on the growth and care of the collections, and by Mr. Kenneth Lohf on the use of the collections by readers. Also appended are reports on the adjunct divisions of the Department -- Miss Bonnell on Columbiana, and Mr. Lev Magerovsky on the Russian Archive.

The reports (plus the statistical summaries that have already gone forward) furnish the specifics of the principal operations of the Department, but certain phases of the work are not covered. In the following pages, therefore, an attempt will be made to summarize these.

A. Development of the Collections

1. Purchases:

Special Collections expended a total of $21,883.59 for books, manuscripts, collections, appraisals, and miscellaneous materials and services. Most of the acquisitions that are of a notable nature have been reported and described in "Our Growing Collections", a regular department of Columbia Library Columns. Accordingly, they will not be given further discussion here.

The appended table shows the distribution of these purchases both by fund and by type of material. In studying the table it should be kept in mind that Special Collections receives a considerable amount of material each year that has been acquired through the use of book funds other than those allotted to this Department. For the most part, no specific or detailed records of such acquisitions are kept by us.

Fund	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
General 293	65 $2,496.20	3 $150.00	2 $225.00	2 $150.00	2 $15.00	$3,036.20
Bancroft 4-293	53 $1,308.75	16 $1,168.50	7 $4,550.00	6 $700.00	6 $68.25	$7,795.50
Epstean 429	1 $150.00					$150.00
Smith 482	28 $3,498.15	1 $20.00		1 $25.00		$3,543.15
Ulmann 484	8 $667.50	1 $225.00				$892.50
Lodge 497	32 $3,506.65					$3,506.65
Benjamin 510		1 $200.00				$200.00
Halsband 532	7 $460.05	4 $169.54				$629.59
Friends 533	3 $1,025.00					$1,025.00
Spinoza 585	2 $195.00					$195.00
Thorndike 588	5 $910.00					$910.00
TOTAL	204 $14,217.30	26 $1,933.04	9 $4,775.00	9 $875.00	8 $83.25	$21,883.59

2. Gifts:

There were 72 individual donors this past year, presenting materials valued at a total of $137,151.65, an average of $1,904.88 for each gift but actually ranging in appraised or estimated value from a few dollars to $42,750. Only once in recent years has the total value of gifts been higher -- 1961/2, when there were 77 donors presenting materials valued at $168,507.90.

All gifts of materials are described in appropriate detail in "Our Growing Collections", but a few at least deserve special mention here:

a. The Berol gift of 12 printed and manuscript volumes of Ephrata Cloister hymnals; letters by John Paul Jones and Lord Cornwallis; original Arthur Rackham drawings; some 50 first editions of Stephen Foster sheet music.

b. The office files of the late Dean Harry J. Carman.

c. The Clifton gift of the manuscript and proof of MacDowell's Sonata Tragica.

d. The Conreid gift of a letter by Johannes Kepler, 17/27 Oct. 1629.

e. The concluding part of Gen. Wm. J. Donovan's papers on the intelligence service during the Revolutionary War.

f. The Pratt gift of 14 letters by Sarah, Duchess of Marlborough.

g. The Raditsa gift of another portion of the Guglielmo Ferrero letters and papers.

h. The Willis gift of papers relating to the Federal Reserve System.

B. Status of the Collections

The cataloging arrearages in printed books, now numbering some 60,000 volumes, of which perhaps half are critical, were reduced by a mere 530 volumes during the report year. Manuscript cataloging, on the other hand, has proceeded apace, work of at least the basic sort having been carried on in more than 50 collections totalling more than a quarter-million pieces.

C. Use of the Collections

The use of manuscripts continues to climb spectacularly, as our resources increase and as our records are perfected. Over the report year we have averaged more than 20 readers each day, and most of them were manuscript users. On the average day (there is really no such thing, of course) more than 400 manuscripts passed over the attendant's desk -- and on many an occasion the number exceeded 1000. As this report is being written we have just completed the first month of the new year, July. During that month the average daily use of manuscripts reached 1600!

It goes without saying that such a use rate calls for a profound revision of our record-keeping and surveillance routines, and this will be the first order of business when the vacation season is past.

D. Special Functions

During the report year some 535 reference letters were written by the Head of Special Collections and his assistants. This total does not include those sent out by the Russian Archive or the Columbiana division.

Six major exhibitions were displayed during the year, of which the majority were installed in the Third Floor Exhibit area. They were:

SEVEN DECADES OF SCHOLARLY PUBLISHING. THE COLUMBIA UNIVERSITY PRESS 1894-1964.
Butler Library, 3rd Floor. May 27, 1964 - September 18, 1964.

BOOKS ON BOOKMAKING. FROM THE A.I.G.A. "50 Books of the Year" exhibitions, 1923-63.
Butler Library, 3rd Floor. September 22, 1964 - December 15, 1964.

ENCYCLOPAEDIAS: PLINY TO DIDEROT.
Butler Library, 3rd Floor. December 16, 1964 - March 15, 1965.

YEARS OF CONFLICT. THE FRENCH REVOLUTION.
Butler Library, 3rd Floor. March 15, 1965 - June 11, 1965

CENTENNIAL EXHIBITION OF YEATSIANA FROM THE COLLECTION OF JAMES GILVARRY.
Columbiana, 210 Low Memorial Library. May 4, 1965 - June 11, 1965

NEW YORK'S 300 YEARS.
Butler Library, 3rd Floor. June 14, 1965 -

Respectfully submitted,

Roland Baughman
Head of Special Collections

31 August 1965.

CARE & PROCESSING OF THE COLLECTIONS
Alice H. Bonnell, Assistant Librarian

Development and Maintenance of the Collections

A.- Printed Materials

Acquisitions

The collections have been increased this year by the addition of 5046 new volumes - 2256 catalogued and 2790 uncatalogued.

Cataloging

The cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. Catalogued this year were 2786 volumes, an increase of 474 volumes over the number processed in 1963/1964. Of this number 2256 volumes were new acquisitions. The cataloging of the tremendous backlog of materials acquired in previous years is practically at a standstill (530 volumes processed in 1964/65) continuing the problems of servicing large groups of books without adequate records. 217 historical maps were indexed and filed in that collection.

Total Recorded Holdings - Printed Materials - 1965, June 30

The total recorded holdings in printed materials stand at 220,813 volumes as of June 30, 1965, of which approximately 63,967 volumes are uncatalogued or in the process of transfer from other departments (i.e. Science).

B. - Manuscripts and Manuscript Collections

Acquisitions

The Department's manuscript holdings have been increased by the addition of 53 individual manuscripts and 23 manuscript collections (ca. 94,000 items). The latter include the Harry James Carman Papers, the gift of Mrs. Carman; The Vera Connolly Papers, the gift of Mrs. Connolly; the Virginia Gildersleeve Papers, the gift of the late Dean Gildersleeve; the Henry Parker Willis Papers relating to the Federal Reserve System, the gift of Parker B. Willis; the Paul R. Hays Papers (legal materials), the gift of Mr. Hays; the correspondence files of Marie Mattingly Meloney, the gift of Mr. and Mrs. William Brown Meloney, Jr.; and many other unique

additions to the Department's resources. 22 collections were increased by new donations (ca 12,196 items) including the Given, Woodberry, Clark, Edman, Erskine, Nevins, Bourne, Berol, Santayana, Melvil Dewey, Donovan, Ferrero, Barzun, Van Doren, Morris, Churchill, etc. papers.

Among the individual manuscripts received, some of the outstanding are two original drawings of Arthur Rackham -- "Box-making" and "Cooperage" -- the gift of Mr. and Mrs. Alfred Berol; Sonata Tragica by Edward MacDowell -- his holograph and the proofs of his first major work to be published -- the gift of Mr. and Mrs. Chalmers D. Clifton; a two and one half page letter from Johannes Kepler (in Latin) to Philipp Muller, dated 17/27 October 1629, and expressing Kepler's problems in securing the publication of some of his writings, the gift of Mr. and Mrs. Richard G. Conreid; the honorary Master Of Arts diploma awarded by Columbia College to Washington Irving in 1821, the gift of Miss Louisa Kent; letter from Silas Deane to John Jay, written from Ghent, December 1, 1783, asking Jay's assistance in refuting the charges of disloyalty to the United States levied against Deane -- a purchase.

The Author's Manuscripts Collection was increased by the addition of gifts from Edward Anthony, Mrs. Monroe Maltby (Daniel Drake-Smith) and Donald L. Keene.

The Oral History Research Office filed 49 memoirs in 1964/65 including those of Walter Lippmann, James T. Shotwell, Kenneth Royale, John D. Rockefellar III, William O'Dwyer, Edmund Astley Prentis and Ben Huebsch.

Other materials added to the collections include 213 phonograph discs, recording such artists as Caruso, Melba, Tetrazzini, Schipa, Pinza, etc., the gift of Mrs. Don Wallace.

Cataloging

266,798 letters and documents were processed in Special Collections for 56 collections including the General Manuscript Collections, the Rank-Freud Papers, the Vanderlip Papers, the Typographic Library Correspondence, the Benjamin Papers, the Harry T. Peck Papers, the Edgar L. Masters correspondence, the Meloney-Mitchel Papers, the Meloney-Curie Papers, the John Bates Clark Papers, the Vera Connolly

Papers, the Journal of Philosophy correspondence, the David Eugene Smith Professional correspondence and early documents, the Berol Collection, the John Erskine correspondence, the Charlemagne Tower Papers, the Harry J. Carman Papers, the Paul R. Hays Papers, the Hoe Company Papers, the files of the office of Pacific Relations, etc. This figure does not include some collections which are in the process of sorting and filing, e.g., the Butler Papers.

Total Recorded holdings in mamuscripts as of June 30, 1965.

Mamuscript Collections	445
Book mamuscripts	4806
Oral History Research Office Memoirs.....	869 v.
Masters' Essays	4167 v.
Cuneiform tablets.....	502

C. - Binding

The major unsolved problem in the binding care of Special Collections materials is the repair of fine leather bindings which should be preserved rather than rebound. This appears not to be the function of either the commercial binder or the Columbia Bindery and yet it requires professional handling of a very high order. Staff and equipment for work within Special Collections, as has been noted before, devoted to this sort of repair and to the oiling of leather bindings would preserve many bindings now in great danger of permanent damage.

In 1964/65, 466 volumes were sent to the commercial binder and 413 volumes to the Columbia Bindery. In addition 112 volumes of Masters' essays were bound for deposit in Special Collections. Of these 374 volumes plus the Masters' essays have been completed and returned from the outside bindery, and 407 volumes from the Columbia Bindery.

Book oiling has been almost at a standstill this year due to the diversion of staff members to other activities. For the best preservation of the leather bindings this should be a constant activity through the collections. Oiled this year were 25 volumes, chiefly new acquisitions.

USE OF THE COLLECTIONS

Kenneth A. Lohf -- Readers Service Librarian

This year reference and circulation activities in Special Collections expanded on all fronts. At peak periods of use (December, January, and June in particular) we had doubts as to whether or not the reading room routines and facilities were adequate to meet the specialized demands of the ever-increasing numbers of scholars and researchers dependent upon our services. An additional strain on the staff and facilities was the extensive quantities of manuscripts and books added to the collections, for as resources increase so does use, and often in geometrical proportion.

The number of readers' visits increased moderately over the previous year. The statistics on readers for the past five years is as follows:

1960/61	5,876
1961/62	5,169
1962/63	6,289
1963/64	6,044
1964/65	6,342

It must be emphasized that, while the increase in the number of readers is modest, the facilities of the reading room and its staff could barely accommodate them during those peak periods of use in December, January, and June. Further, it might be noted that reader visits for the 1960's have become established in the 5,000-6,000 range; use for the 1950's was in the 3,000-4,000 range, and it seems likely that the next decade will see our use rise to the 7,000-8,000 range. Needless, to say, planning for new facilities will have to take into account this probable growth.

The number of printed books used by these 6,342 readers was on a par with earlier figures, but, in the case of manuscripts, there was a spectacular increase, nearly five times the record figure of the preceding year. The statistics for the past six years are as follows:

	Manuscripts	Books
1959/60	3,825	10,488
1960/61	5,108	9,629
1961/62	13,211	10,114
1962/63	11,861	9,614
1963/64	26,622	10,064
1964/65	128,708	10,980

In light of this dramatic increase in manuscript use, it seems imperative that we give thoughtful attention to the revision and simplification of our charging and shelving routines.

As emphasized in last year's report, our book cataloging arrearages continue to mount yearly (as covered elsewhere in this report), and the number of Cataloging Department hours devoted to Special Collections books continues to be meager compared with the hours devoted to the cataloging attention given to other departments of the library. It might be noted that our collections, numbering nearly a quarter of a million cataloged volumes and over 60,000 arrearages, place this department among the largest units in the university library system.

At present we have only one half-time cataloger responsible for reducing our arrearages, which attention is insignificant when compared with the cataloging time devoted to rare books at our sister institutions. The University of Michigan, for example, has a rare book cataloging division of three catalogers and a supervisor. While conversations have been held with the Head of the Cataloging Department, who is sympathetic to our needs, no solutions to this problem have been found. Needless to say, uncataloged materials, whether books or manuscripts, represent a serious deterrent to research and a complication of our reader-service processes -- and that is the reason the matter is mentioned in this part of the report.

Despite all the physical odds working against use, it is a pleasure to report that a record number of manuscript collections were processed during the year and

made available for research. When Russian Accessions moved out of their part of stack 14 last August, we were able to rearrange the shelving of our manuscript and book collections to allow for modest future growth; these moves were carried on from August through January and absorbed considerable staff time and energy. Lastly, the skill and devotion of both our professional and clerical staffs is at a gratifying high level. It is only through their individual performances that we are able to offer the specialized services which scholars and researchers require and demand of us and our unique holdings.

COLUMBIANA
Annual Report - 1964-1965
Alice H. Bonnell, Curator

1. Development and Maintenance of the Collections

A. Printed Materials

Acquisitions

The collections have been increased in 1964/65 by the addition of 24 new volumes, 19 catalogued and 5 uncatalogued, by 349 additions to the duplicate collection and 51 volumes to the Faculty off-print collection. Included among these additions are The Enduring Impact of George Santayana by Corliss Lamont, the gift of Mr. Lamont; seven volumes of University Bibliography representing the years 1958/59 and 1959/60; three volumes representing the Bancroft Awards for 1965, to be added to this file; the 1964, 1965 issues of The Mortarboard; and issues of the Bulletin and Register for 1963/64 and 1964/65.

Cataloging and Indexing

Cataloging - 140 volumes were catalogued in 1964/65, 19 new acquisitions and 121 from the backlog of previously acquired materials. Although this figure is in excess of the 1963/64 figure (40 volumes) which was much below normal due to the absence of the Curator on leave, it is not as high as might have been expected due to the diversion of the Columbiana cataloguer to another project in the latter part of this year.

Indexing (Processed in Columbiana) -

Faculty Off-prints - Indexing of the collection of articles by Faculty and Staff of Columbia University shows 3725 titles of which most are in duplicate. This collection is added to each year and provides a cross-section of faculty writing to which the index now provides a quick reference.

Framed Photographs - This collection consists of photographs, etchings, etc. in frames, some of them of considerable size, and all relating to Columbia University. They have been numbered and indexed by subject. Many of these pictures are borrowed by campus offices as wall decorations. The collection numbers 145 items and

poses a shelving problem not satisfactorily solved as yet.

Newspaper Clipping File

The vertical file which is added to daily as material is clipped from The Times, the Herald Tribune and the Spectator was expanded this year to 64 vertical file drawers plus the 655 correspondence file boxes, an increase of 16 drawers of filing space. This collection adds between 2000 and 3000 items during a year and should now have adequate space for several years. In addition to the local papers, the Alumni Federation sends their clippings from out-of-town papers, chiefly obituaries which are added to this file. Current materials in this area are up-to-date in processing. Still to be sorted and processed into the file are materials forwarded from the Journalism Library Morgue and the office of the defunct Alumni News. These represent about five file drawers of material after sorting.

Total Recorded Holdings - Printed Materials - 6/30/65

Books and Pamphlets (catalogued)	13,278
Maps	74
Broadsides.....	55
Scrapbooks.....	71
Bi-Centennial Greetings.....	302
Faculty Off-prints.....	7550 ca.
Diplomas	504

B. Manuscripts and Manuscript Collections

Acquisitions

Seven individual manuscripts, including the text of an address to the Alumni by Richmond Williams in 1954, were received in 1964/65 and nine additions were made to manuscript collections already established. Among the latter were two pocket diaries of George Woodbury, the gift of Joseph Doyle, University of Hartford; two letters from James F. Kemp to John H. Van Amringe (May 27, 1910, February 24, 1911) the gift of James T. Kemp; two correspondence file boxes - Correspondence and Records of the Department of History 1955/1960 from Dean Jacques Barzun.

Processing

Six manuscripts (Prize Essay Papers) were processed by the Cataloging Department and nine individual manuscripts were added to the College Papers, Woodbury, Barnard and Van Amringe Collections.

To the previously recorded count of original drawings should be added the forty original sketches of the Aetna Life Insurance Ads "Great Moments in Columbia's History" which were published in the Alumni News 1950-52 and not previously included in this count.

Total Recorded Holdings - Manuscripts 6/30/65

Manuscript Collections	10
Book Manuscripts	278
Original Drawings	268

C. Other Materials

Among the acquisitions of non-book and non-manuscript materials were a bronze bust of Dwight David Eisenhower by Antonio Salemme, presented to the University by the Alumni; three etchings of Columbia buildings, the gift of James Kip Finch; nine photographs of Columbia interest, chiefly from the gift of Thomas Morgan '09; the Columbia School of Engineering Centennial Medal in silver, the gift of Edmund Astley Prentis; gown and hoods (9) of the late Virginia Gildersleeve and hood and cap of the late Elizabeth Reynard, the gift of Barnard College; the diploma of Henry F. Rogers, Class of 1803, presented by George F. Scratchley.

D. Binding

53 volumes were sent to the Binding Department this year, chiefly for board portfolio protection. As in the cataloging field this represents an increase over 1963/64 (11 volumes). The volumes processed were chiefly those returned from the Cataloging Department during the year.

2. Bibliographic Control

Indexes were completed this year in Columbiana for Faculty Off-print Collection (3752 titles), for the Framed Picture Collection (145), for the Scrapbook Collection

(68), for the Map Collection (74) and for the Departmental Records Collection. There are a number of groups of materials for which adequate listings are needed, especially the Alumni and Class Records Collections.

3. Reference and Circulation

In 365 reader visits 978 items were used in the Reading Room and 198 items sent for intramural loan or circulation. These figures show a drop both in the number of reader visits and in the use of materials. (1963/64 readers-654; items used-2215) (1964/65 readers-365; items used-978). In addition to requests for information received in the Reading Room, Columbiana receives many telephone and mail requests, both of which have increased during the last year. No exact tally was taken of telephone calls but 155 reference letters were written during the year, an increase of 52 over 1963/64.

Chief among Columbiana's users are the Officers of Administration in Low Library and the various Departmental offices, the News Office, the staff of Columbia College Today, and alumni. Non-Columbia users have included Tracia Colt, Newsweek, for Nicholas Murray Butler Commencement Addresses; Margery Morgan, Ph.D. candidate at University of Michigan, to use Edward MacDowell materials; C. E. Rosenberg, University of Pennsylvania, to use John Dewey materials; George Merk, Fordham University, for material on Charles King, President of Columbia; Richard Dumin, Rutgers University, to consult material on Benjamin Harris; David Humphrey, Ph.D. candidate at Northwestern University, to use materials on the history of King's College, the subject of his dissertation; Assistant to the President McGaw, Vanderbilt University, for information on University policies regarding archives.

Intramural loans (152) were made chiefly to the Officers of Administration, the Photograph Division and the Columbia University Press. Although in the main Columbiana materials are not available for circulation, certain photographs, reports, etc. which are held in duplicate, are circulated to individuals (usually Alumni), business organizations and libraries outside Columbia. 46 items were so loaned in 1964/65.

4. Library Operations and Administration

A. King's College Room

The King's College Room has been open to view this year as usual during Columbiana's regular hours of opening as well as for a number of special evening and week-end functions. Among these were a reception for the New York Walk, Sunday, October 25; the Barnard College 75th Anniversary Convocation, Saturday, November 21; the Hamilton Dinner; the Bancroft Dinner, May 20; Meeting in honor of William Butler Yeats, May 6. Since the Faculty Room has been open and used as a gathering place for the cocktail hour preceding Rotunda dinners, the function of the King's College Room in this respect has diminished considerably, especially since the corridor between the Faculty Room and Columbiana is used as a serving area, making it a hazardous passage for such guests as might wish to go from one to the other.

The daily flow of visitors to the King's College Room continues as formal tours and casual passers-by come to view and admire. The Room continues to win expressions of pleasure and approval from all who see it.

B. Exhibitions

Exhibitions this year included (1) Myles Cooper, second President of King's College, in celebration of his accession to the Presidency (2) Writings, manuscripts, etc. of William Butler Yeats, a loan exhibition from James Gilvarry, in celebration of the 100th anniversary of the birth of the poet (3) "Great Moments in Columbia's History" a selection from the original sketches for this series.

C. Staff

Columbiana has been very fortunate to retain for another year the services of Miss Carolle Carlson as Desk Assistant. Miss Carlson has been ably assisted by page service in the persons of Barry Blose and Calvin Townsend. Through these assistants the daily routine of Columbiana is carried on in a very capable manner

Part III

Problems

In the Columbiana Report for 1963/4 was detailed the need for proper storage space for oil paintings not in use, and the oriental rugs used for Rotunda functions. These problems are still unsolved and still hamper the final ordering of Columbiana.

Columbia University Libraries
Archive of Russian and East European History and Culture
ANNUAL REPORT: July 1, 1964-June 30, 1965

General.

The Archive is well known to the entire East European emigration as the central depository of historical material. This is attested by our extensive correspondence and the acquisitions from various countries of Europe, Asia, Africa, both Americas, and Australia. Almost every exile is confident that the Archive always comes to the rescue of all those valuable materials which are threatened by destruction and oblivion, that the Archive fulfills to the last letter all conditions and restrictions imposed by the owners of custodians of accepted materials, and that the Archive never pursues any political goals, but is dedicated to the historical science, and is always trying to assist the objective scholar in performance of his task.

Main Purpose.

The Archive continues to execute its major task of gathering together the historical materials, since if not so gathered, many of these materials would be forever lost to any researchist - historian.

Year's Acquisitions.

According to the Inventory Card Index the following are the materials which the Archive has collected during the past year.

Archival collections (every collection as a unit) - 23 colls.

Manuscripts (mostly memoirs) - 72 mss.

Epistolary collections - 6.

Of these materials, 76 per cent were acquired on a gift status and 24 per cent were purchased with small token payments.

Study and Appraisal.

Each acquisition required extensive preliminary study, research of its background, and lastly, the most delicate problem of all - a fair appraisal.

Correspondence Prior to Acquisition.

Almost every of the materials acquired was the result of an extensive search and lengthy correspondence.

Résumés.

Each acquisition was based on a résumé (summary) concerning its nature and value. The number of these résumés totalled about 120 for this year.

Subject and Person Card Index.

As soon as the acquired materials were read, cards were made out for them to constitute a Subject and Person (Name) Index which should cover all acquisitions.

Use of Materials.

In accordance with permission from Professor Philip E. Mose - ly, there were in the current year 42 Columbia University students visits. They used the materials pertaining to the Don Cossacks in 1917-1920; general A.I.Denikin's life and activities; Railway Development in the former Russian Empire (1830-1914); General A.M. Kaledin in 1917; Don Cossack Ataman General P.N. Krasnov; Gen. A.P. Bogaevsky's life and activities; The Decembrists in 1860-s; Grand Duke

Aleksei Nikolaevich (1904 - 1918) and the Imperial family; gen.B.B. Heroys' life and activities; The Artistic Thought of Nicholas Evreinoff and the Development of Russian Theater; Origins of the Revolution of 1917; Writer E.I. Zamiatin's life and works; Philosopher N. A . Berdiaeff after the Revolution of 1917; Russian Orthodox Church during World War 2; The elections to the Fourth Gosud. Duma in 1912 and the Social-Democratic candidates.

Non-Columbia University scholars paid 31 visits. They used the collections and materials pertaining to the following subjects: Russian Emigration to Germany in 1917-1923; Soviet-Polish relations in 1917-1921; Zinaida Hippius as a literary critic; Cossacks in the former Russian Empire (1800-1916), Life and activities of Vera Zasulich; Octobrist Party in 1905 - 1907; Volunteer Army in 1918; Alexander Guchkov's life and activities; Russian Orthodox Church in 1917-1918; D.S.Merezhkovsky's life and works; History of Russian anarchism; A.V. Lunacharsky in 1906-1914; M.Gorky and the Capri School.

Prospects for the Coming Year.

Grounds have already beeb prepared for the acquisition of many materials which will enter the Archive within the coming year.

Lev F. Magerovsky

Lev F. Magerovsky
Curator, Archive of Russian and East European
History abd Culture.

Size and Growth of the Collections

Fiscal Year I964/I965

Department: Special Collections, Archive of Russian and East European History and Culture (for a short description of its special character and of the various restrictions on the handling and use of its materials, see Manuscript Collections in the C.U.Libraries,p.77).

Reported by : Curator

Date: July I0, I965.

Type of Materials	Holdings Last Fiscal Year	Additions This Year	Holdings This Fiskal Years
MANUSCRIPTS (mainly reminiscences,various notations,etc., I770-I960/	2291	66	2357
PHOTOGRAPHS (mostly illustrations to the memoirs I870-I960)	I363	37	I400
Newspaper Clipping Files (chiefly connected with texts of memoirs, I890-I960)	537	I5	552
LEAFLETS of 4 pp or less (as parts of archival collections)	392	9	40I

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Special Collections Year 1964-1965

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July			Bks.: 1,246 Mss.: 1,375		2,621	0
August			Bks.: 973 Mss.: 7,127		8,100	4
September			Bks.: 477 Mss.: 2,525		3,002	0
October			Bks.: 785 Mss.: 7,760		8,545	20
November			Bks.: 976 Mss.: 7,531		8,507	0
December			Bks.: 1,344 Mss.:20,811		22,155	3
January			Bks.: 711 Mss.:26,948		27,659	4
February			Bks.: 1,058 Mss.:14,134		15,192	11
March			Bks.: 993 Mss.: 6,830		7,823	25
April			Bks.: 1,071 Mss.: 7,579		8,650	11
May			Bks.: 743 Mss.: 5,778		6,521	13
June			Bks.: 603 Mss.:20,310		20,913	1
TOTAL (Final)			Bks.: 10,980 Mss.: 128,708		139,688	92

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CIRCULATION
~~MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections

DATE: 1964 - 1965

Units	I. USE IN LIBRARY A. Reserve 1. Signed	2. Shelving	1. Signed	2. Shelving	II. CIRCULATION A. Reserve	B. Non reserve
Books			10,980			
Unbound periodicals						
Vertical file						
Graphic materials						
Microfilm						
Phonograph records						
Catalogs						
Rental reserves						
manuscripts			128,708			
Sub-total						
TOTAL						
GRAND TOTAL		+	139,688			

III. INTER & INTRALIBRARY LOANS	
A. Interlib. loan service	
B. Local interlib. loan service	92
C. Intralib. loan service	1030
D. Photo service	2467
E. Technical services	1822
TOTAL	5411
Attendance: Total door count	6342
Attendance: Average spot check	
Hours open during ~~month~~ year	2548
Receipts for rental reserves	

For "Notes and Comments" use additional sheet.

R36.2(664)5C

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1964/65

artment: Special Collections Reported by: Alice H. Bonnell Date: July 12, 1965

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
BOOKS, PERIODICALS AND PAMPHLETS	216,632	5046	865	220,813
Processed by Cataloging Div.		Supplied by Cataloging Div.		
Multiple copies withdrawn by Departments	XXXXXXXXXXX	XXXXXXXXX		XXXXXXXXXXXX
College Catalogs				
Maps and charts in cases	780 ca			780 ca.
Music scores				
Newspapers				
Pamphlets (see also Sec. 5)				
Prints, etc., in cases				
Technical reports				
Trade (manufacturers') catalogs				
Book dealers & auction house "Accessible," but uncataloged	data. 11,800	ca. 500		12,300
(types normally cataloged, not listed above)	61,707ca	2260		63967 ca.
Deposit materials	2874	37		2911

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
MANUSCRIPTS				
Reports for bachelor's degrees	384 v.			384 v.
Master's essays	4055	112		4167 v.
Doctoral dissertations (include only those not handled by Cat. Div.)				
Music	6 boxes 37 v.			6 boxes 37 v.
Books, letters, diaries, etc.	4804	12		4816
Other (please specify)				
Manuscript Collections	422	23		445
Cuneiform tablets	500 ca			500 ca
Papyrus	717			717
MICROTEXT (Include only those not handled by Cat. Div.)				
Microfilm	570 reels	6		576 reels
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films	5 reels			5 reels
Phonograph records	356	213		569
Slides				
Tape recordings (spool, reel)	325 reels			325 reels
Other (please specify)				
5. OTHER MATERIALS				
Broadsides	2000 ca.			2000 ca
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	1194	217		1211
Memoirs (Oral History)	791 v.	78 v.		869 v.
Memorabilia				
Newspaper Clipping File				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.	5 file dr.	67		5 file dr
Tests				
Other (please specify)				
Epigraphy	159			159
Ostraca	500 ca.			500 ca.

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Columbiana

Year 1964-1965

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July		22	110		132	0
August		9	137		146	0
September		2	146		148	0
October		6	68		74	0
November		12	54		66	0
December		0	60		60	0
January		1	36		37	0
February		14	47		61	0
March		30	102		132	0
April		50	115		165	0
May		4	15		19	0
June		50	115		165	
TOTAL (Final)		200	1005		1205	0

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CIRCULATION
~~MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections - Columbiana

DATE: 1964/65

Elsie H. Barnell

Units	I. USE IN LIBRARY A. Reserve 1. Signed	I. USE IN LIBRARY A. Reserve 2. Shelving	I. USE IN LIBRARY 1. Signed	I. USE IN LIBRARY 2. Shelving	II. CIRCULATION A. Reserve	II. CIRCULATION B. Non reserve
Books			603			42
Unbound periodicals						
Vertical file			166			
Graphic materials			204			
Microfilm						
Phonograph records						
Catalogs						
Rental reserves						
Mss.			5			
Sub-total						
TOTAL						
GRAND TOTAL		+	978			42

III. INTER & INTRALIBRARY LOANS	
A. Interlib. loan service	
B. Local interlib. loan service	4
C. Intralib. loan service	138
D. Photo service	14
E. Technical services	330
TOTAL	482
Attendance: Total door count	365
Attendance: Average spot check	
Hours open during ~~month~~ year	1018
Receipts for rental reserves	

For "Notes and Comments" use additional sheet.

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COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1964/65

artment: Special Collections / Columbiana Reported by: Alice H. Bonnell Date: 7/12/65

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
BOOKS, PERIODICALS AND PAMPHLETS (catalogued)	13,128	151		13,279
Processed by Cataloging Div.		Supplied by Cataloging Div.		
Multiple copies withdrawn by Departments	XXXXXXXXXXX	XXXXXXXXX		XXXXXXXXXXXX
College Catalogs				
Maps and charts in cases				
Music scores				
Newspapers	275 v.	2 v.		277
Pamphlets (see also Sec. 5)				
Prints, etc., in cases				
Technical reports				
Trade (manufacturers') catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	781 ca.	5	121	665 ca.
Duplicates	2011 ca	349	95	2265 ca.

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
MANUSCRIPTS				
Reports for bachelor's degrees				
Master's essays				
Doctoral dissertations (include only those not handled by Cat. Div.)				
Music (Varsity Show scores)	2 v.f. drawers			7 boxes
Books, letters, diaries, etc.	271	7		278
Other (please specify)				
Manuscript Collections	10			10
Original drawings	228	40		268
MICROTEXT (Include only those not handled by Cat. Div.)				
Microfilm				
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films	1			1
Phonograph records	50			50
Slides				
Tape recordings (spool, reel)				
Other (please specify)				
5. OTHER MATERIALS				
Broadsides	55			55
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	74			74
Memoirs (Oral History)				
Memorabilia (diplomas, medals, academic robes, etc.)	3004 ca	14		3018
Newspaper Clipping File	48 v.F. drawers ca. 2000 items 655 corres. boxes			64 file drs. 655 corres bx
Pamphlets (uncat.) (faculty off-prints)	ca 7675	51	176	7550 ca
Photographs	143	2		145
Pictures, prints, drawings, etc.	5 v.F. drawers 25 corres bx	12		5 V.F. dr. 25 corres bx
Tests				
Other (please specify)				
Scrapbooks	68	2		71
Press Releases	3 V.F. drawers	275 ca		3 V.F. dr.
Sculpture	5	1		CH(663)SC 6

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Russian Archive Year 1964-1965

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July CLOSED						
August			91		91	
September			99		99	
October			88		88	
November			102		102	
December			67		67	
January			91		91	
February			78		78	
March			68		68	
April			99		99	
May			86		86	
June			87		87	
TOTAL (Final)			956		956	

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ANNUAL REPORT
1964/1965

1. Development and Maintenance of the Collections

A - Printed Materials

Acquisitions

The collections have been increased this year by the addition of 5046 new volumes - 2256 catalogued and 2790 uncatalogued.

Among the outstanding gifts were Bacon - The Essayes ar Counsels London, 1625 (the first complete edition of Bacon's essays and the last to appear in his lifetime), the gift of the Class of 1923, Columbia College; 150 volumes devoted to Modern Literature and the arts, including important literary first editions, the gift of Dean Jacques Barzun; the library of Virginia Gildersleeve of 2200 volumes including many rare and interesting items, the gift of Dean Gildersleeve; seven imprints of the Ephrata Cloister in Lancaster County, Pa., rare printings of hymns and other music composed by Johann Conrad Beissel, founder of the cloister, the gift of Mr and Mrs Alfred Berol; a very scarce printing of Sommola de pacifica coscienza, Milan, 1479, the gift of Harry G. Friedman. These are only an indication of the many more generous gifts that have come to Special Collections in 1964/1965.

In addition outstanding purchases have been made in the classics (Lodge Fund), in the field of accounting (Montgomery) and in the field of mathematics (Smith Fund) and in the Book Arts.

Cataloging

The cataloging of printed materials, as in years past, has included titled from new as well as previous acquisitions. Catalogued this year were 2786 volumes, an increase of 474 volumes over the number processed in 1963/1964. Of this number 2256 volumes were new acquisitions. The cataloging of the tremendous backlog of materials acquired in previous years is practically at a standstill (530 volumes processed in 1964/65) continuing the problems of servicing large groups of books without

adequate records. 217 historical maps were indexed and filed in that collection.

Total Recorded Holdings - Printed Materials - 1965, June 30

The total recorded holdings in printed materials stand at 220,813 volumes as of June 30, 1965, of which approximately 63, 967 volumes are uncatalogued or in the process of transfer from other departments (i.e. Science).

B. Manuscripts and Manuscript Collections

Acquisitions

The Department's manuscript holdings have been increased by the addition of 53 individual manuscripts and 23 manuscript collections (ca. 94,000 items). The latter include the Harry James Carman Papers, the gift of Mrs. Carman; The Vera Connolly Papers, the gift of Mrs. Connolly; the Virginia Gildersleeve Papers, the gift of Dean Gildersleeve; the Henry Parker Willis Papers relating to the Federal Reserve System, the gift of Parker B. Willis; the Paul R. Hays Papers (legal materials), the gift of Mr. Hays; the Correspondence files of Marie Mattingly Meloney, the gift of Mr & Mrs William Brown Meloney, Jr; and many other unique additions to the Department's resources. 22 collections were increased by new donations (ca 12,196 items) including the Given, Woodberry, Clark, Edman, Erskine, Nevins, Bourne, Berol, Santayana, Melvil Dewey, Donovan, Ferrero, Barzun, Van Doren, Morris, Churchill, etc. Papers.

Among the individual manuscripts received, some of the outstanding are two original drawings of Arthur Rackham - "Box-making" and "Cooperage" - the gift of Mr & Mrs Alfred Berol; Sonata Tragica by Edward MscDowell - his holograph and the proofs of his first major work to be published - the gift of Mr & Mrs Chalmers D. Clifton; a two and one half page letter from Johannes Kepler (in Latin) to Philipp Muller, dated 17/27 October 1629, and expressing Kepler's problems in securing the publication of some of his writings, the gift of Mr & Mrs Richard G. Conreid; the

honorary Master Of Arts diploma awarded by Columbia College to Washington Irving in 1821, the gift of Miss Louisa Kent; Letter from Silas Deane to John Jay, written from Ghent, December 1, 1783, asking Jay's assistance in refuting the charges of disloyalty to the United States levied against Deane - a purchase.

The Author's Manuscripts Collection was increased by the addition of gifts from Edward Anthony, Mrs. Monroe Maltby (Daniel Drake-Smith) and Donald L. Keene.

The Oral History Research Office filed 49 memoirs in 1964/65 including those of Walter Lippmann, James T. Shotwell, Kenneth Royale, John D. Rockefellar III, William O'Dwyer, Edmund Astley Prentis and Ben Huebsch.

Other materials added to the collections include 213 phonograph discs, recording such artists as Caruso, Melba, Tetrazzini, Schipa, Pinza, etc., the gift of Mrs. Dan Wallace.

Cataloging

266, 798 letters and documents were processed in Special Collections for 56 collections including the General Manuscript Collections, the Rank-Freud Papers, the Vanderlip Papers, The Typographic Library Correspondence, The Benjamin Papers, The Harry T. Peck Papers, The Edgar L. Masters correspondence, the Meloney-Mitchel Papers, the Meloney-Curie Papers, the John Bates Clark Papers, the Vera Connolly Papers, the Journal of Philosophy correspondence, the David Eugene Smith Professional correspondence and early documents, the Berol Collection, the John Erskine correspondence, the Charlemagne Tower Papers, the Harry J. Carman Papers, the Paul R. Hays Papers, the Hoe Company Papers, the files of the office of Pacific Relations, etc. This figure does not include some collections which are in the process of sorting and filing such as the Butler Papers. Cataloging of

manuscripts has increased again this year (1963/64 - 189,286) (1964/65 - 266,798) and is reflected in the constantly increasing use of these collections in the Reading Room.

Total Recorded holdings in manuscripts as of June 30, 1965

Manuscript Collections	445
Book manuscripts	4806
Oral History Research Office Memoirs.....	869 v.
Masters' Essays	4167 v.
Cuneiform tablets	502

C. Binding

The major unsolved problem in the binding care of Special Collections materials is the repair of fine leather bindings which should be preserved rather than rebound. This appears not to be the function of either the commercial binder or the Columbia Bindery and yet it requires professional handling of a very high order. Staff and equipment for work within Special Collections, as has been noted before, devoted to this sort of repair and to the oiling of leather bindings would preserve many bindings now in great danger of permanent damage.

In 1964/65 466 volumes were sent to the commercial binder and 413 volumes to the Columbia Bindery. In addition 112 volumes of Masters' essays were bound for deposit in Special Collections. Of these 374 volumes plus the Masters' essays have been completed and returned from the outside bindery, and 407 volumes from the Columbia Bindery.

Book oiling has been almost at a standstill this year due to the diversion of staff members to other activities. For the best preservation of the leather bindings this should be a constant activity through the collections. Oiled this year were 25 volumes, chiefly new acquisitions.

ANNUAL REPORT
Statistics
1964-1965

	1961/62	1962/63	1963/64	1964/65
Reader Visits	5169	6289	6044	6342
Use on Premises	23325	21541	36686	139688
Printed material	(10114)	(9614)	(10064)	(10980)
Manuscripts	(13211)	(11927)	(26622)	(128708)
Intramural use	4891	3743	4210	3497
Local Interlib. Loan	37	28	11	92
Interlib. Loan	5	0	0	0
Circulation	0	6	3	0
To Cataloging	(983)	(1728)	(571)	(943)
To Bindery				
Local	(1303)	(1351)	(769)	(413)
Commercial	(585)	(547)	(703)	(466)
Total use	28,258	25,277	40,910	143,277

Growth of the Collections

I - Printed Materials

New Acquisitions, catalogued 2256

B	1639
B - Ms. catalogues	55
Berlioz	1
Book Arts	107
COA (Masters Essays)	112
Columbiana (doctoral diss.)	217
Epstean	25
Bronson Howard	1
Lodge	37
Papyrus and Epigraphy	1
Pulitzer	26
Reference	34
X	1

Previous Acquisitions, catalogued 530

B (from Coykendall)	79
B (from Benjamin)	60
B (from Typographic)	14
B (from Casa Hispanica)	79
Benjamin	168
Lodge	18
Macy	15
Plimpton	3
Seligman	92
Smith	1
Spinoza	1

Historical Maps, indexed and filed 217

New Acquisitions, uncatalogued 2790

A I G A ..... 100 (2 years)
Barzun 150
Berol ..... 57 ca.
Churchill 9
Gildersleeve 2200
Kranz 51
Macy 12
Magriel 13
Meloney 139
Montgomery 1
Smith 4

Prints 67

Deposit Collections, additions to 37
(not included in Departmental holdings)
Medical Library deposit 7
General Library 30

Transferred from Special Collections 865

B to Avery 8
Benjamin to General Library 44
Book Arts to Fine Arts 10
Book Arts to G.L.S. 93
Book Arts to Graphic Arts 414
Book Arts to discard 21
Casa Hispanica to Avery 6
Casa Hispanica to General Library 8
Casa Hispanica to Graphic Arts 1
Casa Hispanica to Music 1
Coykendall to General Library 50
Coykendall to East Asian 209

Total Recorded holdings - Printed Materials - 6/30/64 ..... 216, 632 v.

New Acquisitions, catalogued 2256
New Acquisitions, uncatalogued 2790
Transferred from Special Collections 865

Total Recorded holdings - printed materials - 6/30/65 ..... 220,813 v.

II - Manuscripts and Manuscript Collections

New Acquisitions

Individual manuscripts 53
Book manuscripts 10
Letters and documents 35
Manuscript Collections ..... 23 (ca. 94,000 items)
Additions to Collections previously received ..... 22 (ca. 12,196 items)
Authors' manuscripts 3
Oral History Research Office - Memoirs ..... 78 v.

Manuscripts Processed

Book manuscripts 2
"X" 2

Individual letters and documents 266,798
(processed in Special Collections for 56 Collections)

Total Recorded Holdings - Manuscripts - 6/30/65

Book manuscripts 4806
Manuscript Collections 445
Oral History Research Office ..... 869 v.
Masters' Essays ..... 4167 v.
Cuneiform Tablets 502

III - Other materials received

Phonograph discs 225
Diploma 1

IV - Number of titles for which catalogue cards have been received 1381
(each title has a minimun of four cards)

V - Binding

Volumes sent to the commercial binder 466
Volumes received from the commercial binder 374
and Masters' Essays 112

Volumes sent to Columbia Bindery 413
Volumes ~~received~~ Received from the Columbia Bindery 407

VI - Book oiling ..... 25 v.

AB

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Special Collections Year 1964-65

Month	General Circulating Material	Restricted Circulating Material *	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July		463	Bks. : 1,246 Mss. : 1,375		2,621	0
August		206	Bks. : 973 Mss. : 7,137		8, 110	4
September		70	Bks. : 477 Mss. :2,525		3,002	0
October		204	Bks. : 785 Mss. :7,760		8,545	20
November		168	Bks. : 976 Mss. :7,531		8,507	0
December		262	Bks.: 1,344 Mss.:20,811		22,155	3
January		115	Bks.: 711 Mss.:26,948		27,659	4
February		439	Bks.: 1,058 Mss.:14,134		15,192	11
March		563	Bks.: 993 Mss.: 6,830		7,823	25
April		206	Bks.: 1,071 Mss.: 7,579		8,650	11
May		177	Bks.: 743 Mss.: 5,778		6,521	13
June		302	Bks: 603 Mss: 20,310		20,913	1
TOTAL (Final)		3497	Bks: 10,980 Mss: 128708		139,688	92

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* Inclusive

ANNUAL REPORT

DEPARTMENT OF SPECIAL COLLECTIONS

COLUMBIA UNIVERSITY LIBRARIES

1964 - 1965

Introduction

Each passing year brings renewed emphasis not only on the broadening usefulness of Special Collections to local and visiting scholars of humanistic studies, but also on the inadequacies of our facilities for meeting the needs engendered by our possession of "unexpendable materials" and for safeguarding them. These inadequacies have been stressed in our past annual reports, and they have also been the basis for an average of one special report for each of the past dozen years. It is safe to assume that our needs in the way of premises and facilities are well understood by both the Library and the University authorities, and that finding the means to "do right by Special Collections" is high on the institution's agenda. Even so, for the record, the following specifications of the Department's needs, first submitted in a memorandum to the Director's Office in draft on 6 Nov. 1964, and in final form on March 10, 1965, are here repeated:

1. A reading-room 40' X 40' or equivalent, adjacent to the stack area and air-conditioned for human comfort. (The present room has less than half that floor area, and it happens with some frequency that readers must be turned away because there is no place for them to work.)

2. Stack space for the accommodation of at least 350,000 volumes (approximately twice the capacity of Butler Deck 14), and for at least 5,000,000 pieces of manuscript (approximately the capacity of Butler Deck 14). This area should be air-conditioned for book and manuscript preservation, it should be fire-proof in the absolute sense, and it should have the legal minimum of access points. Moreover, the area should be located so as to provide for future expansion space beyond the capacities cited above. (The present stack space will be adequate for the next few years unless accessions increase markedly, but it is neither fire-proof nor burglar-proof. Moreover, not only is the stack not air-conditioned to any detectable degree, but also the ventilation system is almost totally ineffective. The temperature rises

to 85 degrees on Deck 13 with the first warm spell of summer and remains at that level until autumn.)

3. Processing space contiguous with the freight elevator and the stack. (At present our major processing area is the main cross-aisle on Deck 13, where four or five staff members may be working simultaneously. It is this congestion, together with the constant use of incandescent lights, which makes the area so uncomfortable during the summer.)

4. Office space contiguous with the other public rooms of the Department, for the Head of Special Collections, the Reading-Room Supervisor, and the Stack Supervisor. (The present office of the Head of Special Collections is inconveniently located at a considerable distance from the reading room. The Reading-Room Supervisor has no place for private consultations with readers, and the Stack Supervisor's desk is located on Deck 13, where it contributes to the congestion.)

5. Special rooms for certain existing "name collections", and uncommitted (and unfinished) space for future assignment.

6. Exhibition hall, 30' X 60' or equivalent, arranged for surveillance from the reading room, air-conditioned for human occupancy.

7. Seminar room, 40' X 40' or equivalent, with kitchen and washroom facilities, and equipped for meetings of the Friends and similar groups, including graduate seminars.

In addition to the foregoing, it should be noted that the installation a year ago of fire-doors around the central stairs and elevators on Stacks 12, 13, and 14 (and contemplated for 15), has greatly complicated life in Special Collections. In the first place it can no longer be said that the security of the collections is the sole responsibility of this department, because we no longer have the sole control of the keys which give access to our premises.

In the second place, service of materials from Stack 14 now requires eight separate unlocking and locking operations for each trip. Stack 14 houses most of our manuscripts, and as it happens manuscripts are our most consistently requested materials.

To circumvent these difficulties, we suggest (a) that an additional bolt (manual) be placed on the stack side of each fire-door, so as to prevent access from the elevator side (these bolts would remain released during the working day), and (b) that additional stairwells be installed between Stacks 12/13, 13/14, and 14/15.

Attached hereto are special reports by Miss Alice Bonnell on the growth and care of the collections, and by Mr. Kenneth Lohf on the use of the collections by readers. Also appended are reports on the adjunct divisions of the Department -- Miss Bonnell on Columbiana, and Mr. Lev Magerovsky on the Russian Archive.

The reports (plus the statistical summaries that have already gone forward) furnish the specifics of the principal operations of the Department, but certain phases of the work are not covered. In the following pages, therefore, an attempt will be made to summarize these.

A. Development of the Collections

1. Purchases:

Special Collections expended a total of $21,883.59 for books, manuscripts, collections, appraisals, and miscellaneous materials and services. Most of the acquisitions that are of a notable nature have been reported and described in "Our Growing Collections", a regular department of Columbia Library Columns. Accordingly, they will not be given further discussion here.

The appended table shows the distribution of these purchases both by fund and by type of material. In studying the table it should be kept in mind that Special Collections receives a considerable amount of material each year that has been acquired through the use of book funds other than those allotted to this Department. For the most part, no specific or detailed records of such acquisitions are kept by us.

Fund	Books	Mamuscripts	Collections	Appraisals	Miscellaneous	TOTAL
General 293	65 $2,496.20	3 $150.00	2 $225.00	2 $150.00	2 $15.00	$3,036.20
Bancroft 4-293	53 $1,308.75	16 $1,168.50	7 $4,550.00	6 $700.00	6 $68.25	$7,795.50
Epstean 429	1 $150.00					$150.00
Smith 482	28 $3,498.15	1 $20.00		1 $25.00		$3,543.15
Ulmann 484	8 $667.50	1 $225.00				$892.50
Lodge 497	32 $3,506.65					$3,506.65
Benjamin 510		1 $200.00				$200.00
Halsband 532	7 $460.05	4 $169.54				$629.59
Friends 533	3 $1,025.00					$1,025.00
Spinoza 585	2 $195.00					$195.00
Thorndike 588	5 $910.00					$910.00
TOTAL	204 $14,217.30	26 $1,933.04	9 $4,775.00	9 $875.00	8 $83.25	$21,883.59

2. Gifts:

There were 72 individual donors this past year, presenting materials valued at a total of $137,151.65, an average of $1,904.88 for each gift but actually ranging in appraised or estimated value from a few dollars to $42,750. Only once in recent years has the total value of gifts been higher -- 1961/2, when there were 77 donors presenting materials valued at $168,507.90.

All gifts of materials are described in appropriate detail in "Our Growing Collections", but a few at least deserve special mention here:

a. The Berol gift of 12 printed and manuscript volumes of Ephrata Cloister hymnals; letters by John Paul Jones and Lord Cornwallis; original Arthur Rackham drawings; some 50 first editions of Stephen Foster sheet music.

b. The office files of the late Dean Harry J. Carman.

c. The Clifton gift of the manuscript and proof of MacDowell's Sonata Tragica.

d. The Conreid gift of a letter by Johannes Kepler, 17/27 Oct. 1629.

e. The concluding part of Gen. Wm. J. Donovan's papers on the intelligence service during the Revolutionary War.

f. The Pratt gift of 14 letters by Sarah, Duchess of Marlborough.

g. The Raditsa gift of another portion of the Guglielmo Ferrero letters and papers.

h. The Willis gift of papers relating to the Federal Reserve System.

B. Status of the Collections

The cataloging arrearages in printed books, now numbering some 60,000 volumes, of which perhaps half are critical, were reduced by a mere 530 volumes during the report year. Manuscript cataloging, on the other hand, has proceeded apace, work of at least the basic sort having been carried on in more than 50 collections totalling more than a quarter-million pieces.

C. Use of the Collections

The use of manuscripts continues to climb spectacularly, as our resources increase and as our records are perfected. Over the report year we have averaged more than 20 readers each day, and most of them were manuscript users. On the average day (there is really no such thing, of course) more than 400 manuscripts passed over the attendant's desk -- and on many an occasion the number exceeded 1000. As this report is being written we have just completed the first month of the new year, July. During that month the average daily use of manuscripts reached 1600!

It goes without saying that such a use rate calls for a profound revision of our record-keeping and surveillance routines, and this will be the first order of business when the vacation season is past.

D. Special Functions

During the report year some 535 reference letters were written by the Head of Special Collections and his assistants. This total does not include those sent out by the Russian Archive or the Columbiana division.

Six major exhibitions were displayed during the year, of which the majority were installed in the Third Floor Exhibit area. They were:

SEVEN DECADES OF SCHOLARLY PUBLISHING, THE COLUMBIA UNIVERSITY PRESS 1894-1964.
Butler Library, 3rd Floor. May 27, 1964 - September 18, 1964.

BOOKS ON BOOKMAKING. FROM THE A.I.G.A. "50 Books of the Year" exhibitions, 1923-63.
Butler Library, 3rd Floor. September 22, 1964 - December 15, 1964.

ENCYCLOPAEDIAS: PLINY TO DIDEROT.
Butler Library, 3rd Floor. December 16, 1964 - March 15, 1965.

YEARS OF CONFLICT. THE FRENCH REVOLUTION.
Butler Library, 3rd Floor. March 15, 1965 - June 11, 1965

CENTENNIAL EXHIBITION OF YEATSIANA FROM THE COLLECTION OF JAMES GILVARRY.
Columbiana, 210 Low Memorial Library. May 4, 1965 - June 11, 1965

NEW YORK'S 300 YEARS.
Butler Library, 3rd Floor. June 14, 1965 -

Respectfully submitted,

Roland Baughman
Head of Special Collections

31 August 1965.

CARE & PROCESSING OF THE COLLECTIONS
Alice H. Bonnell, Assistant Librarian

Development and Maintenance of the Collections

A.- Printed Materials

Acquisitions

The collections have been increased this year by the addition of 5046 new volumes - 2256 catalogued and 2790 uncatalogued.

Cataloging

The cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. Catalogued this year were 2786 volumes, an increase of 474 volumes over the number processed in 1963/1964. Of this number 2256 volumes were new acquisitions. The cataloging of the tremendous backlog of materials acquired in previous years is practically at a standstill (530 volumes processed in 1964/65) continuing the problems of servicing large groups of books without adequate records. 217 historical maps were indexed and filed in that collection.

Total Recorded Holdings - Printed Materials - 1965, June 30

The total recorded holdings in printed materials stand at 220,813 volumes as of June 30, 1965, of which approximately 63,967 volumes are uncatalogued or in the process of transfer from other departments (i.e. Science).

B. - Manuscripts and Manuscript Collections

Acquisitions

The Department's manuscript holdings have been increased by the addition of 53 individual manuscripts and 23 manuscript collections (ca. 94,000 items). The latter include the Harry James Carman Papers, the gift of Mrs. Carman; The Vera Connolly Papers, the gift of Mrs. Connolly; the Virginia Gildersleeve Papers, the gift of the late Dean Gildersleeve; the Henry Parker Willis Papers relating to the Federal Reserve System, the gift of Parker B. Willis; the Paul R. Hays Papers (legal materials), the gift of Mr. Hays; the correspondence files of Marie Mattingly Meloney, the gift of Mr. and Mrs. William Brown Meloney, Jr.; and many other unique

additions to the Department's resources. 22 collections were increased by new donations (on 12,196 items) including the Given, Woodberry, Clark, Edman, Erskine, Nevins, Bourne, Berol, Santayana, Melvil Dewey, Donovan, Ferrero, Barzun, Van Doren, Morris, Churchill, etc. papers.

Among the individual manuscripts received, some of the outstanding are two original drawings of Arthur Rackham -- "Box-making" and "Cooperage" -- the gift of Mr. and Mrs. Alfred Berol; Sonata Tragica by Edward MacDowell -- his holograph and the proofs of his first major work to be published -- the gift of Mr. and Mrs. Chalmers D. Clifton; a two and one half page letter from Johannes Kepler (in Latin) to Philipp Muller, dated 17/27 October 1629, and expressing Kepler's problems in securing the publication of some of his writings, the gift of Mr. and Mrs. Richard G. Conreid; the honorary Master Of Arts diploma awarded by Columbia College to Washington Irving in 1821, the gift of Miss Louisa Kent; letter from Silas Deane to John Jay, written from Ghent, December 1, 1783, asking Jay's assistance in refuting the charges of disloyalty to the United States levied against Deane -- a purchase.

The Author's Manuscripts Collection was increased by the addition of gifts from Edward Anthony, Mrs. Monroe Maltby (Daniel Drake-Smith) and Donald L. Keene.

The Oral History Research Office filed 49 memoirs in 1964/65 including those of Walter Lippmann, James T. Shotwell, Kenneth Royale, John D. Rockefellar III, William O'Dwyer, Edmund Astley Prentis and Ben Huebsch.

Other materials added to the collections include 213 phonograph discs, recording such artists as Caruso, Melba, Tetrazzini, Schipa, Pinza, etc., the gift of Mrs. Don Wallace.

Cataloging

266,798 letters and documents were processed in Special Collections for 56 collections including the General Manuscript Collections, the Rank-Freud Papers, the Vanderlip Papers, the Typographic Library Correspondence, the Benjamin Papers, the Harry T. Peck Papers, the Edgar L. Masters correspondence, the Maloney-Mitchel Papers, the Maloney-Curie Papers, the John Bates Clark Papers, the Vera Connolly

Papers, the Journal of Philosophy correspondence, the David Eugene Smith Professional correspondence and early documents, the Berol Collection, the John Erskine correspondence, the Charlemagne Tower Papers, the Harry J. Carman Papers, the Paul R. Hays Papers, the Hoe Company Papers, the files of the office of Pacific Relations, etc. This figure does not include some collections which are in the process of sorting and filing, e.g., the Butler Papers.

Total Recorded holdings in manuscripts as of June 30, 1965.

Manuscript Collections	445
Book manuscripts	4800
Oral History Research Office	
Memoirs.....	869 v.
Masters' Essays	4167 v.
Cuneiform tablets.....	502

C. - Binding

The major unsolved problem in the binding care of Special Collections materials is the repair of fine leather bindings which should be preserved rather than rebound. This appears not to be the function of either the commercial binder or the Columbia Bindery and yet it requires professional handling of a very high order. Staff and equipment for work within Special Collections, as has been noted before, devoted to this sort of repair and to the oiling of leather bindings would preserve many bindings now in great danger of permanent damage.

In 1964/65, 466 volumes were sent to the commercial binder and 413 volumes to the Columbia Bindery. In addition 112 volumes of Masters' essays were bound for deposit in Special Collections. Of these 374 volumes plus the Masters' essays have been completed and returned from the outside bindery, and 407 volumes from the Columbia Bindery.

Book oiling has been almost at a standstill this year due to the diversion of staff members to other activities. For the best preservation of the leather bindings this should be a constant activity through the collections. Oiled this year were 25 volumes, chiefly new acquisitions.

USE OF THE COLLECTIONS

Kenneth A. Lohf -- Readers Service Librarian

This year reference and circulation activities in Special Collections expanded on all fronts. At peak periods of use (December, January, and June in particular) we had doubts as to whether or not the reading room routines and facilities were adequate to meet the specialized demands of the ever-increasing numbers of scholars and researchers dependent upon our services. An additional strain on the staff and facilities was the extensive quantities of manuscripts and books added to the collections, for as resources increase so does use, and often in geometrical proportion.

The number of readers' visits increased moderately over the previous year. The statistics on readers for the past five years is as follows:

1960/61	5,676
1961/62	5,169
1962/63	6,289
1963/64	6,044
1964/65	6,342

It must be emphasized that, while the increase in the number of readers is modest, the facilities of the reading room and its staff could barely accommodate them during those peak periods of use in December, January, and June. Further, it might be noted that reader visits for the 1960's have become established in the 5,000-6,000 range; use for the 1950's was in the 3,000-4,000 range, and it seems likely that the next decade will see our use rise to the 7,000-8,000 range. Needless, to say, planning for new facilities will have to take into account this probable growth.

The number of printed books used by these 6,342 readers was on a par with earlier figures, but, in the case of manuscripts, there was a spectacular increase, nearly five times the record figure of the preceding year. The statistics for the past six years are as follows:

	Manuscripts	Books
1959/60	3,825	10,488
1960/61	5,108	9,629
1961/62	13,211	10,114
1962/63	11,961	9,614
1963/64	26,622	10,064
1964/65	128,708	10,980

In light of this dramatic increase in manuscript use, it seems imperative that we give thoughtful attention to the revision and simplification of our charging and shelving routines.

As emphasized in last year's report, our book cataloging arrearages continue to mount yearly (as covered elsewhere in this report), and the number of Cataloging Department hours devoted to Special Collections books continues to be meager compared with the hours devoted to the cataloging attention given to other departments of the library. It might be noted that our collections, numbering nearly a quarter of a million cataloged volumes and over 60,000 arrearages, place this department among the largest units in the university library system.

At present we have only one half-time cataloger responsible for reducing our arrearages, which attention is insignificant when compared with the cataloging time devoted to rare books at our sister institutions. The University of Michigan, for example, has a rare book cataloging division of three catalogers and a supervisor. While conversations have been held with the Head of the Cataloging Department, who is sympathetic to our needs, no solutions to this problem have been found. Needless to say, uncataloged materials, whether books or manuscripts, represent a serious deterrent to research and a complication of our reader-service processes -- and that is the reason the matter is mentioned in this part of the report.

Despite all the physical odds working against use, it is a pleasure to report that a record number of manuscript collections were processed during the year and

made available for research. When Russian Accessions moved out of their part of stack 14 last August, we were able to rearrange the shelving of our manuscript and book collections to allow for modest future growth; these moves were carried on from August through January and absorbed considerable staff time and energy. Lastly, the skill and devotion of both our professional and clerical staffs is at a gratifying high level. It is only through their individual performances that we are able to offer the specialized services which scholars and researchers require and demand of us and our unique holdings.

COLUMBIANA
Annual Report - 1964-1965
Alice H. Bonnell, Curator

1. Development and Maintenance of the Collections

A. Printed Materials

Acquisitions

The collections have been increased in 1964/65 by the addition of 24 new volumes, 19 catalogued and 5 uncatalogued, by 349 additions to the duplicate collection and 51 volumes to the Faculty off-print collection. Included among these additions are The Enduring Impact of George Santayana by Corliss Lamont, the gift of Mr. Lamont; seven volumes of University Bibliography representing the years 1958/59 and 1959/60; three volumes representing the Bancroft Awards for 1965, to be added to this file; the 1964, 1965 issues of The Mortarboard; and issues of the Bulletin and Register for 1963/64 and 1964/65.

Cataloging and Indexing

Cataloging - 140 volumes were catalogued in 1964/65, 19 new acquisitions and 121 from the backlog of previously acquired materials. Although this figure is in excess of the 1963/64 figure (40 volumes) which was much below normal due to the absence of the Curator on leave, it is not as high as might have been expected due to the diversion of the Columbiana cataloguer to another project in the latter part of this year.

Indexing (Processed in Columbiana) -

Faculty Off-prints - Indexing of the collection of articles by Faculty and Staff of Columbia University shows 3725 titles of which most are in duplicate. This collection is added to each year and provides a cross-section of faculty writing to which the index now provides a quick reference.

Framed Photographs - This collection consists of photographs, etchings, etc. in frames, some of them of considerable size, and all relating to Columbia University. They have been numbered and indexed by subject. Many of these pictures are borrowed by campus offices as wall decorations. The collection numbers 145 items and

poses a shelving problem not satisfactorily solved as yet.

Newspaper Clipping File

The vertical file which is added to daily as material is clipped from The Times, the Herald Tribune and the Spectator was expanded this year to 64 vertical file drawers plus the 655 correspondence file boxes, an increase of 16 drawers of filing space. This collection adds between 2000 and 3000 items during a year and should now have adequate space for several years. In addition to the local papers, the Alumni Federation sends their clippings from out-of-town papers, chiefly obituaries which are added to this file. Current materials in this area are up-to-date in processing. Still to be sorted and processed into the file are materials forwarded from the Journalism Library Morgue and the office of the defunct Alumni News. These represent about five file drawers of material after sorting.

Total Recorded Holdings - Printed Materials - 6/30/65

Books and Pamphlets (catalogued)	13,278
Maps	74
Broadsides.....	55
Scrapbooks.....	71
Bi-Centennial Greetings.....	302
Faculty Off-prints.....	7550 ca.
Diplomas	504

B. Manuscripts and Manuscript Collections

Acquisitions

Seven individual manuscripts, including the text of an address to the Alumni by Richmond Williams in 1954, were received in 1964/65 and nine additions were made to manuscript collections already established. Among the latter were two pocket diaries of George Woodbury, the gift of Joseph Doyle, University of Hartford; two letters from James F. Kemp to John H. Van Amringe (May 27, 1910, February 24, 1911) the gift of James T. Kemp; two correspondence file boxes - Correspondence and Records of the Department of History 1955/1960 from Dean Jacques Barzun.

Processing

Six manuscripts (Prize Essay Papers) were processed by the Cataloging Department and nine individual manuscripts were added to the College Papers, Woodbury, Barnard and Van Amringe Collections.

To the previously recorded count of original drawings should be added the forty original sketches of the Aetna Life Insurance Ads "Great Moments in Columbia's History" which were published in the Alumni News 1950-52 and not previously included in this count.

Total Recorded Holdings - Manuscripts 6/30/65

Manuscript Collections	10
Book Manuscripts	278
Original Drawings	268

C. Other Materials

Among the acquisitions of non-book and non-manuscript materials were a bronze bust of Dwight David Eisenhower by Antonio Salemme, presented to the University by the Alumni; three etchings of Columbia buildings, the gift of James Kip Finch; nine photographs of Columbia interest, chiefly from the gift of Thomas Morgan '09; the Columbia School of Engineering Centennial Medal in silver, the gift of Edmund Astley Prentis; gown and hoods (9) of the late Virginia Gildersleeve and hood and cap of the late Elizabeth Reynard, the gift of Barnard College; the diploma of Henry F. Rogers, Class of 1803, presented by George F. Scratchley.

B. Binding

53 volumes were sent to the Binding Department this year, chiefly for board portfolio protection. As in the cataloging field this represents an increase over 1963/64 (11 volumes). The volumes processed were chiefly those returned from the Cataloging Department during the year.

2. Bibliographic Control

Indexes were completed this year in Columbiana for Faculty Off-print Collection (3752 titles), for the Framed Picture Collection (145), for the Scrapbook Collection

(68), for the Map Collection (74) and for the Departmental Records Collection. There are a number of groups of materials for which adequate listings are needed, especially the Alumni and Class Records Collections.

3. Reference and Circulation

In 365 reader visits 978 items were used in the Reading Room and 198 items sent for intramural loan or circulation. These figures show a drop both in the number of reader visits and in the use of materials. (1963/64 readers-654; items used-2215) (1964/65 readers-365; items used-978). In addition to requests for information received in the Reading Room, Columbiana receives many telephone and mail requests, both of which have increased during the last year. No exact tally was taken of telephone calls but 155 reference letters were written during the year, an increase of 52 over 1963/64.

Chief among Columbiana's users are the Officers of Administration in Low Library and the various Departmental offices, the News Office, the staff of Columbia College Today, and alumni. Non-Columbia users have included Tracia Colt, Newsweek, for Nicholas Murray Butler Commencement Addresses; Margery Morgan, Ph.D. candidate at University of Michigan, to use Edward MacDowell materials; C. E. Rosenberg, University of Pennsylvania, to use John Dewey materials; George Mark, Fordham University, for material on Charles King, President of Columbia; Richard Dumin, Rutgers University, to consult material on Benjamin Harris; David Humphrey, Ph.D. candidate at Northwestern University, to use materials on the history of King's College, the subject of his dissertation; Assistant to the President McGaw, Vanderbilt University, for information on University policies regarding archives.

Intramural loans (152) were made chiefly to the Officers of Administration, the Photograph Division and the Columbia University Press. Although in the main Columbiana materials are not available for circulation, certain photographs, reports, etc. which are held in duplicate, are circulated to individuals (usually Alumni), business organizations and libraries outside Columbia. 46 items were so loaned in 1964/65.

4. Library Operations and Administration

A. King's College Room

The King's College Room has been open to view this year as usual during Columbiana's regular hours of opening as well as for a number of special evening and week-end functions. Among these were a reception for the New York Walk, Sunday, October 25; the Barnard College 75th Anniversary Convocation, Saturday, November 21; the Hamilton Dinner; the Bancroft Dinner, May 20; Meeting in honor of William Butler Yeats, May 6. Since the Faculty Room has been open and used as a gathering place for the cocktail hour preceding Rotunda dinners, the function of the King's College Room in this respect has diminished considerably, especially since the corridor between the Faculty Room and Columbiana is used as a serving area, making it a hazardous passage for such guests as might wish to go from one to the other.

The daily flow of visitors to the King's College Room continues as formal tours and casual passers-by come to view and admire. The Room continues to win expressions of pleasure and approval from all who see it.

B. Exhibitions

Exhibitions this year included (1) Myles Cooper, second President of King's College, in celebration of his accession to the Presidency (2) Writings, manuscripts, etc. of William Butler Yeats, a loan exhibition from James Gilvarry, in celebration of the 100th anniversary of the birth of the poet (3) "Great Moments in Columbia's History" a selection from the original sketches for this series.

C. Staff

Columbiana has been very fortunate to retain for another year the services of Miss Carolle Carlson as Desk Assistant. Miss Carlson has been ably assisted by page service in the persons of Barry Blose and Calvin Townsend. Through these assistants the daily routine of Columbiana is carried on in a very capable manner

Part III

Problems

In the Columbiana Report for 1963/4 was detailed the need for proper storage space for oil paintings not in use, and the oriental rugs used for Rotunda functions. These problems are still unsolved and still hamper the final ordering of Columbiana.

Columbia University Libraries
Archive of Russian and East European History and Culture
ANNUAL REPORT: July 1, 1964-June 30, 1965

General.

The Archive is well known to the entire East European emigration as the central depository of historical material. This is attested by our extensive correspondence and the acquisitions from various countries of Europe, Asia, Africa, both Americas, and Australia. Almost every exile is confident that the Archive always comes to the rescue of all those valuable materials which are threatened by destruction and oblivion, that the Archive fulfills to the last letter all conditions and restrictions imposed by the owners of custodians of accepted materials, and that the Archive never pursues any political goale, but is dedicated to the historical science, and is always trying to assist the objective scholar in performance of his task.

Main Purpose.

The Archive continues to execute its major task of gathering together the historical materials, since if not so gathered, many of these materials would be forever lost to any researchist - historian.

Year's Acquisitions.

According to the Inventory Card Index the following are the materials which the Archive has collected during the past year.

Archival collections (every collection as a unit) - 23 colls.

Manuscripts (mostly memoirs) - 72 mss.

Epistolary collections - 6.

Special collections of various materials - 15

Of these materials, 76 per cent were acquired on a gift status and 24 per cent were purchased with small token payments.

Study and Appraisal.

Each acquisition required extensive preliminary study, research of its background, and lastly, the most delicate problem of all - a fair appraisal.

Correspondence Prior to Acquisition.

Almost every of the materials acquired was the result of an extensive search and lengthy correspondence.

Résumés.

Each acquisition was based on a résumé (summary) concerning its nature and value. The number of these résumés totalled about 120 for this year.

Subject and Person Card Index.

As soon as the acquired materials were read, cards were made out for them to constitute a Subject and Person (Name) Index which should cover all acquisitions.

Use of Materials.

In accordance with permission from Professor Philip E. Mose - ly, there were in the current year 42 Columbia University students visits. They used the materials pertaining to the Don Cossacks in 1917-1920; general A.I.Denikin's life and activities; Railway Development in the former Russian Empire (1830-1914); General A.M. Kaledin in 1917; Dom Cossack Ataman General P.N. Krasnov; Gen. A.P. Bogaevsky's life and activities; The Decembrists in 1860-s; Grand Duke

Alekseï Nikolaevich (1904 - 1918) and the Imperial family; gen.B.B. Heroys' life and activities; The Artistic Thought of Nicholas Evreinoff and the Development of Russian Theater; Origins of the Revolution of 1917; Writer E.I. Zamiatin's life and works; Philosopher N. A. Berdiaeff after the Revolution of 1917; Russian Orthodox Church during World War 2; The elections to the Fourth Gosud. Duma in 1912 and the Social-Democratic candidates.

Non-Columbia University scholars paid 31 visits. They used the collections and materials pertaining to the following subjects: Russian Emigration to Germany in 1917-1923; Soviet-Polish relations in 1917-1921; Zinaida Hippius as a literary critic; Cossacks in the former Russian Empire (1800-1916), Life and activities of Vera Zasulich; Octobrist Party in 1905 - 1907; Volunteer Army in 1918; Alexander Guchkov's life and activities; Russian Orthodox Church in 1917-1918; D.S.Merezhkovsky's life and works; History of Russian anarchism; A.V. Lunacharsky in 1906-1914; M.Gorky and the Capri School.

Prospects for the Coming Year.

Grounds have already beeb prepared for the acquisition of many materials which will enter the Archive within the coming year.

Lev F. Magerovsky

Lev F. Magerovsky
Curator, Archive of Russian and East European
History abd Culture.

Size and Growth of the Collections

Fiscal Year I964/I965

Department: Special Collections, Archive of Russian and East European History and Culture (for a short description of its special character and of the various restrictions on the handling and use of its materials, see Manuscript Collections in the C.U.Libraries,p.77).

Reported by : Curator

Date: July I0, I965.

Type of Materials	Holdings Last Fiscal Year	Additions This Year	Holdings This Fiskal Years
MANUSCRIPTS (mainly reminiscences,various notations,etc., I770-I960/	229I	66	2357
PHOTOGRAPHS (mostly illustrations to the memoirs I870-I960)	I363	37	I400
Newspaper Clipping Files (chiefly connected with texts of memoirs, I890-I960)	537	I5	552
LEAFLETS of 4 pp or less (as parts of archival collections)	392	9	40I

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Special Collections Year 1964-1965

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July			Bks.: 1,246 Mss.: 1,375		2,621	0
August			Bks.: 973 Mss.: 7,127		8,100	4
September			Bks.: 477 Mss.: 2,525		3,002	0
October			Bks.: 785 Mss.: 7,760		8,545	20
November			Bks.: 976 Mss.: 7,531		8,507	0
December			Bks.: 1,344 Mss.:20,811		22,155	3
January			Bks.: 711 Mss.:26,948		27,659	4
February			Bks.: 1,058 Mss.:14,134		15,192	11
March			Bks.: 993 Mss.: 6,830		7,823	25
April			Bks.: 1,071 Mss.: 7,579		8,650	11
May			Bks.: 743 Mss.: 5,778		6,521	13
June			Bks.: 603 Mss.:20,310		20,913	1
TOTAL (Final)			Bks.: 10,980 Mss.: 128,708		139,688	92

C5(962)5C

CIRCULATION
~~MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections DATE: 1964 - 1965

Units	I. USE IN LIBRARY A. Reserve 1. Signed	I. USE IN LIBRARY A. Reserve 2. Shelving	II. CIRCULATION A. Reserve 1. Signed	II. CIRCULATION A. Reserve 2. Shelving	II. CIRCULATION B. Non reserve
Books			10,980		
Unbound periodicals					
Vertical file					
Graphic materials					
Microfilm					
Phonograph records					
Catalogs					
Rental reserves					
manuscripts			128,708		
Sub-total					
TOTAL					
GRAND TOTAL		+	139,688		

III. INTER & INTRALIBRARY LOANS	
A. Interlib. loan service	
B. Local interlib. loan service	92
C. Intralib. loan service	1030
D. Photo service	2467
E. Technical services	1822
TOTAL	5411
Attendance: Total door count	6342
Attendance: Average spot check	
Hours open during ~~month~~ year	2548
Receipts for rental reserves	

For "Notes and Comments" use additional sheet.

R36.2(664)5C

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1964/65

artment: Special Collections Reported by: Alice H. Bonnell Date: July 12, 1965

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
BOOKS, PERIODICALS AND PAMPHLETS	216,632	5046	865	220,813
Processed by Cataloging Div.		Supplied by Cataloging Div.		
Multiple copies withdrawn by Departments	XXXXXXXXXXX	XXXXXXXXX		XXXXXXXXXXXX
College Catalogs				
Maps and charts in cases	780 ca			780 ca.
Music scores				
Newspapers				
Pamphlets (see also Sec. 5)				
Prints, etc., in cases				
Technical reports				
Trade (manufacturers') catalogs				
Book dealers & auction house data. "Accessible," but uncataloged (types normally cataloged, not listed above)	11,800 61,707ca	ca. 500 2260		12,300 63967 ca.
Deposit materials	2874	37		2911

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
MANUSCRIPTS				
Reports for bachelor's degrees	384 v.			384 v.
Master's essays	4055	112		4167 v.
Doctoral dissertations (include only those not handled by Cat. Div.)				
Music	6 boxes 37 v.			6 boxes 37 v.
Books, letters, diaries, etc.	4804	12		4816
Other (please specify)				
Manuscript Collections	422	23		445
Cuneiform tablets	500 ca			500 ca
Papyrus	717			717
MICROTEXT (Include only those not handled by Cat. Div.)				
Microfilm	570 reels	6		576 reels
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films	5 reels			5 reels
Phonograph records	356	213		569
Slides				
Tape recordings (spool, reel)	325 reels			325 reels
Other (please specify)				
5. OTHER MATERIALS				
Broadsides	2000 ca.			2000 ca
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	1194	217		1211
Memoirs (Oral History)	791 v.	78 v.		869 v.
Memorabilia				
Newspaper Clipping File				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.	5 file dr.	67		5 file dr
Tests				
Other (please specify)				
Epigraphy	159			159
Ostraca	500 ca.			500 ca.
				C1(663)5C

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Columbiana

Year 1964-1965

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July		22	110		132	0
August		9	137		146	0
September		2	146		148	0
October		6	68		74	0
November		12	54		66	0
December		0	60		60	0
January		1	36		37	0
February		14	47		61	0
March		30	102		132	0
April		50	115		165	0
May		4	15		19	0
June		50	115		165	
TOTAL (Final)		200	1005		1205	0

C5(764)2C

CIRCULATION
~~MONTHLY~~/ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections - Columbiana

DATE: 1964/65

Elsie H Bonnell

Units	I. USE IN LIBRARY A. Reserve 1. Signed	I. USE IN LIBRARY A. Reserve 2. Shelving	II. CIRCULATION A. Reserve 1. Signed	II. CIRCULATION A. Reserve 2. Shelving	II. CIRCULATION B. Non reserve
Books			603		42
Unbound periodicals					
Vertical file			166		
Graphic materials			204		
Microfilm					
Phonograph records					
Catalogs					
Rental reserves					
Mss.			5		
Sub-total					
TOTAL					
GRAND TOTAL		+	978		42

III. INTER & INTRALIBRARY LOANS	
A. Interlib. loan service	
B. Local interlib. loan service	4
C. Intralib. loan service	138
D. Photo service	14
E. Technical services	330
TOTAL	482
Attendance: Total door count	365
Attendance: Average spot check	
Hours open during ~~month~~ year	1018
Receipts for rental reserves	

For "Notes and Comments" use additional sheet.

R36.2(664)5C

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1964/65

artment: Special Collections
Columbiana

Reported by: Alice H. Bonnell Date: 7/12/65

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
BOOKS, PERIODICALS AND PAMPHLETS (catalogued)	13,128	151		13,279
Processed by Cataloging Div.		Supplied by Cataloging Div.		
Multiple copies withdrawn by Departments	XXXXXXXXXXX	XXXXXXXXX		XXXXXXXXXXXX
College Catalogs				
Maps and charts in cases				
Music scores				
Newspapers	275 v.	2 v.		277
Pamphlets (see also Sec. 5)				
Prints, etc., in cases				
Technical reports				
Trade (manufacturers') catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	781 ca.	5	121	665 ca.
Duplicates	2011 ca	349	95	2265 ca

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
MANUSCRIPTS				
Reports for bachelor's degrees				
Master's essays				
Doctoral dissertations (include only those not handled by Cat. Div.)				
Music (Varsity Show scores)	2 v.f. drawers			7 boxes
Books, letters, diaries, etc.	271	7		278
Other (please specify)				
Manuscript Collections	10			10
Original drawings	228	40		268
MICROTEXT (Include only those not handled by Cat. Div.)				
Microfilm				
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films	1			1
Phonograph records	50			50
Slides				
Tape recordings (spool, reel)				
Other (please specify)				
5. OTHER MATERIALS				
Broadsides	55			55
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	74			74
Memoirs (Oral History)				
Memorabilia (diplomas, medals, academic robes, etc.)	3004 ca	14		3018
Newspaper Clipping File	48 v.F. drawers ca. 2000 items 655 corres. boxes			64 file drs. ~~655 corres~~ bx
Pamphlets (uncat.) (faculty off-prints)	ca 7675	51	176	~~7550 ca~~
Photographs	143	2		145
Pictures, prints, drawings, etc.	5 v.F. drawers 25 corres bx	12		5 V.F. dr. 25 corres bx
Tests				
Other (please specify)				
Scrapbooks	68	2		71
Press Releases	3 V.F. drawers	275 ca		3 V.F. dr.
Sculpture	5	1		CH(663)5C 6

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Russian Archive Year 1964-1965

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July CLOSED						
August			91		91	
September			99		99	
October			88		88	
November			102		102	
December			67		67	
January			91		91	
February			78		78	
March			68		68	
April			99		99	
May			86		86	
June			87		87	
TOTAL (Final)			956		956	

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